

## Program Inspection Licensed Day Care Programs

Provider's Name:

City:

Provider Number:

Inspector:

Date of Inspection:

Time of Inspection:

Yes	No	NA	
<b>A. Program Activities, Schedule and Environment</b>			
<input type="checkbox"/>	<input type="checkbox"/>		1. Does the facility have an adequate supply of games, toys, activities, books, puzzles, outside toys such as sandbox, climbing apparatus riding toys, swings, etc.? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>		2. Are activity plans developed and implemented that offer a variety of activities to meet the needs of various age groups? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>		3. Is the play area arranged so that children can easily access toys and supplies? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>		4. Is there a balance of active and quiet activities, individual and group activities, as well as indoor and outdoor activities? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Do infants have a safe sleep environment? 67:42:11:05
<input type="checkbox"/>	<input type="checkbox"/>		6. Does each child have a mat or blanket for nap time? 67:42:11:05
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are cribs and mattresses maintained in good repair? 67:42:11:05
<input type="checkbox"/>	<input type="checkbox"/>		8. Does the program have a written daily schedule? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>		9. Is there a regular time for snack and meal services? 67:42:10:10
<input type="checkbox"/>	<input type="checkbox"/>		10. Is there a regular time for outdoor play in suitable weather? 67:42:10:10
<b>B. Program Practices</b>			
<input type="checkbox"/>	<input type="checkbox"/>		11. Do staff ensure children are given direct care, protection, supervision, and guidance through active involvement or direct supervision? 67:42:16:19
<input type="checkbox"/>	<input type="checkbox"/>		12. Do staff guide children's behaviors through use of positive discipline methods? 67:42:10:11
<input type="checkbox"/>	<input type="checkbox"/>		13. Do discipline methods prohibit use of: humiliating & frightening punishment i.e. withholding or forcing food; use of substances i.e. soap, hot pepper sauce, pepper; hitting, pinching, biting, shaking, spanking, etc.; peer administered discipline; restriction of movement; use of verbal abuse, threats, derogatory remarks? 67:42:10:11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. If separation is used as a discipline technique, is the child within staff sight and hearing range? 67:42:10:11

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are medications stored inaccessible to children; in original container, with original label intact? 67:42:10:15   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are refrigerated medicines kept inside a non-absorbent container? 67:42:10:15   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. When administering medications, does the staff document dose, time and date medication is administered and sign off on that administration? 67:42:10:15   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Does the facility obtain written parental consent to administer medications that includes specific dates the medication is to be administered (view info. to verify) ? 67:42:10:15  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is parental written consent for medication administration and staff documentation of administration kept for six months (view info. to verify) ? 67:42:10:15  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 20. If a child becomes ill, is he/she separated from other children, yet supervised until parents arrive? 67:42:10:14   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 21. Does program follow the Department of Health recommendations for exclusion of ill children? 67:42:10:14   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 22. Does program report communicable diseases to the Department of Health? 67:42:10:14  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 23. Are staff aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, State's Attorney or to the Department? 67:42:10:22   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 24. Is program aware of their responsibility to report to Child Care Services, any changes to program that may affect their licensing such as new director, change in space used, renovating of space used, change in location, etc.? 67:42:16:09 |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 25. Is program aware of their responsibility to report to Child Care Services, any involvement the program has with Child Protection Services or Law Enforcement? 67:42:16:09   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 26. Is program aware of their responsibility to report to Child Care Services within 24 hours of an unusual circumstance such as a fire, death of a child, etc.? 67:42:16:09  |

Yes    No    NA

**C. Staff-Child Ratios**

- |                          |                          |  |  |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> |  | 27. 1. Is there 20 or less children in an activity grouping and staff to child ratio met at all times? 67:42:10:07 |
|--------------------------|--------------------------|--|--|

NOTE: Activity grouping is to be maintained at 20 children or less. Ratio is 1 staff to every 5 children age birth up to 3 years; 1 staff to every 10 children ages 3 to 6 years; and 1 staff to every 15 children over 6 years of age. Mixed age groups meet requirements of the majority age except when 3 or more children under age 3 are present, then the ratio for children under age 3 must be met which is 1 staff to every 5 children.

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Do all staff, under 18 years old, work under direct and constant supervision of an adult? 67:42:10:05 |
|--------------------------|--------------------------|--------------------------|---|

Yes	No	NA	
			<b>D. Transportation</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Does the program only transport the number of children allowed by the vehicle's stated passenger capacity? 67:42:16:15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. During transportation, are all children secured by an appropriate passenger restraint system (seat belts or car seats) as required by SDCL 32-37-1 and 32-37-1.1? 67:42:16:15
			<b>E. Nutrition and Meal Planning</b>
<input type="checkbox"/>	<input type="checkbox"/>		31. Are meals planned to consist of a variety of nutritional foods? 67:42:10:13
<input type="checkbox"/>	<input type="checkbox"/>		32. Are midmorning, mid-afternoon and evening snacks served between meals? 67:42:10:13
<input type="checkbox"/>	<input type="checkbox"/>		33. Is a weekly menu posted that records actual food served? 67:42:10:13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Are infants fed according to their own schedule & held while bottle fed? 67:42:10:13
			<b>F. Confidentiality and Parent Involvement</b>
<input type="checkbox"/>	<input type="checkbox"/>		35. Does the program maintain in confidence all information concerning children in care and assure that details of a child's life or, that of the child's family, are not shared with unauthorized persons, including via social media or other communications? 67:42:16:14
<input type="checkbox"/>	<input type="checkbox"/>		36. Are parents allowed to observe their child in the center at any time? 67:42:10:12
			<b>G. Record Keeping, Posting Information and Fire &amp; Tornado Drills</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Is the program Certificate of License posted in a visible location? SDCL 26-6-13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Does the program post in a visible location a copy of the latest Program and Facility Safety Inspections and Child Care Licensing Inspection Summary? And if on a CAP, does the program have a copy of the plan available at request? 67:42:16:17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year? 67:42:10:18
<input type="checkbox"/>	<input type="checkbox"/>		40. Are staff records complete? 67:42:10:09 Note: Staff records are to be maintained at the facility for 6 months following the end of employment.
<input type="checkbox"/>	<input type="checkbox"/>		41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.
			<b>H. Insurance</b>

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 42. Does the facility have documentation the program has current liability insurance coverage? 67:42:16:16   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. If the facility transports children, does the facility have documentation that each vehicle used for transporting children has current liability insurance that covers the children being transported? 67:42:16:16 |

Yes No NA

**I. Written Procedures**

- |                          |                          |  |   |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> |  | 44. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication & reunification with families; continuity of operations; accommodation of infants & toddlers; children with disabilities & children with chronic medical conditions? 67:42:10:10 |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 45. Does the program provide a written Staff Training Plan? 67:42:10:06   |

Yes No NA

**J. Written Program Policies**

- |                          |                          |  |   |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> |  | 46. Policies related to admission requirements? 67:42:10:10   |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 47. Policies related to termination of care requirements? 67:42:10:10   |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 48. Policies related to fee schedules and when payment is due? 67:42:10:10  |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 49. Policies related to ability or inability to make refunds or credits? 67:42:10:10  |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 50. Policy related to requirement for children's immunization records to be obtained and maintained current? 67:42:10:10  |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 51. Policies related to requirement for separation of ill children and notification of parents if child is ill at the program? 67:42:10:10                          |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 52. Policies related to requirement for reporting contagious diseases to the Department of Health? 67:42:10:10  |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 53. Policies related to requirement for storage and administration of medication, including having written parent consent and documentation procedures? 67:42:10:10 |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 54. Policies related to requirement for nutritional foods served? 67:42:10:10   |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 55. Policies related to requirement for time meals and snacks are served? 67:42:10:10   |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 56. Policies related to requirement for center's position on meals, snacks, or formula brought from home? 67:42:10:10   |

- ☐ ☐ 57. Policies related to requirement for prevention and response to emergencies due to food and allergic reactions? 67:42:10:10
- ☐ ☐ 58. Policies related to requirement for feeding of infants? 67:42:10:10
- ☐ ☐ ☐ 59. Policies related to requirement for prevention of shaken baby syndrome and abusive head trauma? 67:42:10:10
- ☐ ☐ 60. Policies related to requirement for whether or not transportation is provided? If provided, does the policy include use of child passenger restraint systems for children in care, following current laws and each vehicle will only carry the number of children allowed by vehicle passenger capacity determined by number of safety belts installed in the vehicle? 67:42:10:10
- ☐ ☐ 61. Policies related to an emergency preparedness and response plan? 67:42:10:10
- ☐ ☐ 62. Policies related to requirement for handling and storage of hazardous material and the disposal of bio contaminants? 67:42:10:10
- ☐ ☐ 63. Policies related to requirement for discipline consisting of positive guidance, redirection, and limit setting; and prohibiting use of humiliating and frightening punishment; and prohibiting peers from administering discipline? 67:42:10:10
- ☐ ☐ 64. Policies related to requirement for immediate reporting of suspected child abuse or neglect to DSS or law enforcement and require staff to read and sign a statement which defines child abuse and neglect, and identifies reporting responsibilities and procedures as outlined in SDCL 26-8A-8? 67:42:10:10
- ☐ ☐ 65. Policies related to requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a CA/N allegation or incident? 67:42:10:10
- ☐ ☐ 66. Policies related to requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director? 67:42:10:10
- ☐ ☐ 67. Policies related to requirements for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult? 67:42:10:10
- ☐ ☐ 68. Policies related to requirement for describing that the person who plans center programming has specific education and experience? 67:42:10:10
- ☐ ☐ 69. Policy related to requiring volunteers used to fill staff member positions, to meet the requirements for the position they are filling? 67:42:10:10

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 70. Policies related to requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect? 67:42:10:10  |
| <input type="checkbox"/> | <input type="checkbox"/> | 71. Policies related to requirement that no staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children? 67:42:10:10 |
| <input type="checkbox"/> | <input type="checkbox"/> | 72. Policies related to requirement that no staff member's name will be located on the Sex Offender Registry? 67:42:10:10  |

Yes    No    NA

**K. Day Care Staff Qualifications**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 73. Does the individual responsible for planning and implementing the program and staff supervision, meet the educational requirements? 67:42:10:02.01 |
|--------------------------|--------------------------|--|

Comments:

Provider found to be in full compliance:

For provider use only, do not post report

Provider's Name:

City:

Provider Number:

Inspector:

Date of Inspection:

Time of Inspection:

Name	Age	Enrollment Date	Information Sheet	Emergency Contact	Emergency Permission	Immunization Records	Immunization Notes
------	-----	--------------------	----------------------	----------------------	-------------------------	-------------------------	-----------------------

For provider use only, do not post report

Provider's Name:

City:

Provider Number:

Inspector:

Date of Inspection:

Time of Inspection

Name	DOB	Date Employment Began	Date of Orientation Training	Address & Phone Number	Three References	Central Registry Check	Sex Offender Registry Check	Criminal Record Check	C A/N Report Statement	Timely Orientation Training	CPR
					Compliance Comments						



# **Program Inspection Licensed Day Care Programs Staff Training Detail**

Provider's Name:

City:

Provider Number:

Inspector:

Date of Inspection:

Time of Inspection:

Employee:

Training timeframe from to

Date of Birth:

Date Employed:

Status:

Training Prorated:

Training Category	Hours						Category Total
1. Child Growth & Development							
2. Detecting and Reporting Child Abuse and Neglect							
3. Guidance and Behavior Management							
4. Food Handling Techniques							
5. The Identification and Prevention of Communicable Diseases							
6. Program Health & Safety							
7. Nutrition for Children							
8. Program Management and Regulation							
9. Communications and Relations with Staff							
10. Cultural Diversity							
11. Learning Environments							
12. Age-appropriate Activities and Planning							
13. Professionalism							
14. Partnerships with Parents							
15. Inclusion of All Children							
16. First Aid							
17. Infant/Child CPR							
Total Training Hours							0.00

Is employee compliant with CPR training requirements?

Expiration Date:

Comments:

Is employee compliant with training requirements?

Comments: